

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

SELF SERVICE CENTER REQUEST FOR COURT FORMS AND/OR INFORMATION

Date: _____

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The form(s) you have requested **is/are available** through this Court. Please be aware that these forms are designed for use **in the State of Arizona ONLY**. Here are the different ways to get the form(s) you need:

In Person

Fee: \$4.00 per procedural step requested. The Superior Court of Arizona in Maricopa County has three (3) Self-Service Center sites at the following locations:

Downtown Phoenix

101 W. Jefferson, 1st Floor
Mon - Fri, 7:30am - 5pm

Mesa

222 E. Javelina Dr., Law Library
Mon - Fri, 8am - 5pm

Surprise

14264 W. Tierra Buena Lane
Mon – Fri, 8am – 5pm

By Mail

Fee: \$5.00 postage and handling per order - PLUS the amount indicated in the brackets for each procedure (packet) requested. Send check or money order - for the **exact amount** - made payable to **Clerk of Superior Court**. Postage and Handling Fee is authorized by Arizona law (A.R.S. 12-284 A(g)). Please mail the payment to:

**Superior Court of Arizona
Attn.: Self-Service Center
101 West Jefferson, 1st floor
Phoenix, AZ 85003**

Delivery could take 2 - 4 weeks (This includes internal processing and postal delivery time). If you find the procedure(s) you want, please check the appropriate box(es) on the next 2 pages and submit the correct fees. **(PLEASE NOTE: If fees are not sent with the order, your form will be returned to you).** **** (see below)

By Internet

Fee: NONE if you download the forms from the Self-Service Center Internet Homepage at: <http://www.superiorcourt.maricopa.gov/ssc/sschome.html>. This site is available 24 hours a day, 7 days a week.

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The form(s) you have requested **is (are) NOT** available through this Court.
You may want to:



Check the Maricopa County Public Law Libraries located at 101 W. Jefferson, Phoenix; or 222 E. Javelina Dr., Mesa, or 14234 W. Tierra Buena Lane in Surprise, or at the law library in your area.



Look in the Yellow Pages under "Legal Forms" for stores that carry additional legal forms, because the Court does not have the form(s) you are requesting.



Consult with a lawyer. The Self-Service Center has a list of lawyers who are willing to help people who represent themselves. Call (602) 506-SELF, and press 3 for more information. This list is also available at the Internet site listed above.



Contact Community Information & Referral Services at (602) 263-8856 to learn about other services in the community that may be able to help you.

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Other _____

*****If you plan to request that the \$5.00 postage fee be waived, you must complete the deferral packet first and send it to the Clerk's Office at the address shown in the packet. After you receive the clerk's decision, you can then send this order form back to the Self Service Center along with a copy of the clerk's decision if you have been approved for a waiver. This could take several weeks. If you wish to receive your forms right away, you will need to pay the \$5.00 postage and \$4.00 PER PACKET ordered at the same time you send this form back. If you do not send a copy of the clerk's decision to waive the postage fee, your forms will not be sent.**

1. Read each selection **CAREFULLY** and check the appropriate box(es). The fee(s) for each selection is/are located next to your selection(s) in [].
2. In the Family Court section **only**, if there is a * next to the box(es) you check, you must go to “**Service Information**” section at the top of page 3 and check **one** selection there also.
3. Check one: ☐ I have applied for the postage and handling to be deferred and have **included** a copy of the decision **OR** ☐ I have applied for a deferral but have **not yet heard back** from the clerk’s office about a decision.
If this is the case STOP, we cannot send the forms to you without the postage and handling fee being paid.
4. If you want to receive your packets immediately, add up all the fees for the packets you have requested, include **\$5.00 to cover postage and handling of the packets**, and make your check payable to the **Clerk of Superior Court** for that amount and mail this form along with your check to the address shown on the first page.

The actual fees listed below for the price of the packets MUST BE PAID – THEY CANNOT BE WAIVED OR DEFERRED.

Family Court in Maricopa County (Formerly known as Domestic Relations)

To Get the First Order— <u>Read selections CAREFULLY</u> and make sure to check the <u>CORRECT</u> box(es)		
Get a <u>Divorce</u> (Non-Covenant Marriage Only) <input type="checkbox"/> * with Children [\$16] <input type="checkbox"/> * without children [\$16] <input type="checkbox"/> You want Temporary Orders too [\$4] <input type="checkbox"/> You want Emergency Temporary Orders too [\$4] <input type="checkbox"/> You want to respond to a divorce only <input type="checkbox"/> with Children [\$4] <input type="checkbox"/> without Children [\$4] <input type="checkbox"/> * Get Support Only [\$12] <input type="checkbox"/> You want Temporary Orders too [\$4] <input type="checkbox"/> * Get Custody, Parenting Time (Visitation) & Support [\$16] <input type="checkbox"/> You want Temporary Orders too [\$4] <input type="checkbox"/> You want Emergency Temporary Orders too [\$4] <input type="checkbox"/> You want to respond only [\$4]	Get a Legal Separation (Non-Covenant Marriage Only) <input type="checkbox"/> * with Children [\$16] <input type="checkbox"/> * without Children [\$16] <input type="checkbox"/> You want Temporary Orders too [\$4] <input type="checkbox"/> You want Emergency Temporary Orders too [\$4] <input type="checkbox"/> You want to respond to a Legal Separation only <input type="checkbox"/> with Children [\$4] <input type="checkbox"/> without Children [\$4] Mediation <input type="checkbox"/> You want to request Pre-Decree Mediation [\$4]	<input type="checkbox"/> Get Voluntary Paternity only [\$4] <input type="checkbox"/> * Get Paternity with Custody, Parenting Time (Visitation) & Support [\$16] <input type="checkbox"/> You want Temporary Orders too [\$4] <input type="checkbox"/> You want Emergency Temporary Orders too [\$4] <input type="checkbox"/> You want to respond only [\$4] <input type="checkbox"/> * Get Parenting Time (Visitation) only [\$16] <input type="checkbox"/> You want Temporary Orders too [\$4] <input type="checkbox"/> You want Emergency Temporary Orders too [\$4] <input type="checkbox"/> You want to respond only [\$4] <input type="checkbox"/> * Get Grandparent Parenting Time (Visitation) only [\$16] <input type="checkbox"/> You want to respond to Grandparent Parenting Time (Visitation) only [\$4]
To Change or Stop An Order That is <u>ALREADY</u> in Existence		
Child Support Only <input type="checkbox"/> * Change An Existing Order About Child Support (Simplified) (Request this if the Change is 15% or more of the amount already being paid) [\$8] <input type="checkbox"/> * Change An Existing Order About Support (Standard) (Request this if the Change is 15% or less of the amount already being paid) [\$8] <input type="checkbox"/> You object to the change requested [\$4]	Custody, Parenting Time (Visitation) & Support <input type="checkbox"/> * Change An Existing Order for Custody, Parenting Time (Visitation) and Support (Check here only if the parties disagree) [\$8] <input type="checkbox"/> Check here only if both parties agree about the change [\$4] <input type="checkbox"/> You want an Emergency Change too [\$4]	Parenting Time (Visitation) Only <input type="checkbox"/> * Change An Existing Order About Parenting Time (Visitation) (Choose this packet ONLY if parties DISAGREE) [\$8] <input type="checkbox"/> Check here ONLY if both parties AGREE about the change [\$4] <input type="checkbox"/> You want an Emergency change too [\$4] Mediation <input type="checkbox"/> You want to request Post-Decree Mediation [\$4]
Wage Assignment (Garnishment)	To Make Someone <u>OBEY</u> An Order That is <u>ALREADY</u> in Existence	
Change or Stop An Existing Order About Wage Assignment <input type="checkbox"/> (Check here ONLY if parties DISAGREE) [\$8] <input type="checkbox"/> Check here ONLY if both parties AGREE to Change an Existing Order of Assignment [\$4] <input type="checkbox"/> Check here ONLY if both parties AGREE to Stop an Existing Order of Assignment [\$4] <input type="checkbox"/> Check here if you OBJECT to a change being requested [\$4]	<input type="checkbox"/> * Make Someone Obey An Existing Order About Support Payments, Custody and/or Parenting Time(Visitation) [\$8] <input type="checkbox"/> You object to the petition for expedited enforcement [\$4] <input type="checkbox"/> * Make Someone Obey An Existing Order About Property Division [\$8] <input type="checkbox"/> Get Wages Garnished To Pay Support [\$4] <input type="checkbox"/> Request Hearing on Ex-Parte Order of Assignment <input type="checkbox"/> Habeas Corpus [\$4]	

Other Materials You May Want, or Need, to File Your Papers		Service Information
<input type="checkbox"/> You Want to Know How Much the Other Party Makes in Order to Calculate Child Support [\$4] <input type="checkbox"/> Update your address with the court [Free] Guidelines <input type="checkbox"/> Child Support Guidelines [\$4] <input type="checkbox"/> Parenting Time (Visitation) Guidelines [\$4] <input type="checkbox"/> Model Parenting Time Booklet [\$4]	<input type="checkbox"/> Trial Preparation [\$4] <input type="checkbox"/> Deferral of Filing and/or Service Fees [Free] Conciliation Services <input type="checkbox"/> Mandatory Mediation [\$4] <input type="checkbox"/> Conciliation Counseling [\$4] <input type="checkbox"/> Pre-Decree Mediation (see pg 1) <input type="checkbox"/> Post-Decree Mediation (see pg 1)	<p>Please check <u>only ONE</u> of the following: (If you are requesting the service information alone, add [\$4], OTHERWISE the service information is <u>ALREADY INCLUDED</u> in the price of the packet you chose)</p> <input type="checkbox"/> Other Party Lives In Arizona <input type="checkbox"/> Other Party Lives in Another State <input type="checkbox"/> You Cannot Find The Other Party <input type="checkbox"/> You Need More Time to Serve <p>WE MUST HAVE THIS INFORMATION IN ORDER TO SEND YOU THE CORRECT FORM</p>
Probate (Guardianship/Conservatorship/Small Estate Transfers)/Mental Health		
Get Guardianship Only <input type="checkbox"/> For a minor [\$16] <input type="checkbox"/> For an adult [\$16] <input type="checkbox"/> You also want Temporary Orders [\$4] Maintain or End a Guardianship and/or a Conservatorship <input type="checkbox"/> You need forms for the annual accounting [\$8] <input type="checkbox"/> You need forms for the annual report of guardian [\$4] <input type="checkbox"/> You only need to release the restricted funds of a minor [\$4] <input type="checkbox"/> You need forms to end a guardianship/conservatorship for a minor only and release restricted funds [\$4]	Get Conservatorship Only <input type="checkbox"/> For a minor [\$16] <input type="checkbox"/> For an adult [\$16] <input type="checkbox"/> You also want Temporary Orders [\$4] <input type="checkbox"/> Transfer Property of a Small Estate When A Person Dies [\$4]	Get Guardianship and Conservatorship <input type="checkbox"/> For a minor [\$16] <input type="checkbox"/> For an adult [\$16] <input type="checkbox"/> You also want Temporary Orders [\$4] <input type="checkbox"/> You object to a request that has been filed [\$4] Informal Probate <input type="checkbox"/> Get the informal appointment of a Personal Representative when a person dies [\$16] <input type="checkbox"/> You only need a Closing Statement [\$4] <input type="checkbox"/> You have a Claim Against the Estate [\$4] <input type="checkbox"/> You want to object to an appointment and request a formal proceeding [\$4]
Juvenile	State Property Tax Appeal	Name Change
<input type="checkbox"/> Dependency [\$4] <input type="checkbox"/> Other party lives in AZ [\$4] <input type="checkbox"/> Other party doesn't live in AZ [\$4] <input type="checkbox"/> You cannot find other party [\$4]	<input type="checkbox"/> To file a small claims property tax appeal [\$4]	<input type="checkbox"/> To file for name change for adult without minor child(ren) [\$4] <input type="checkbox"/> To file for name change for adult with minor child(ren) [\$4] <input type="checkbox"/> To file for name change for a minor child [\$4] <input type="checkbox"/> To file for name change for a family [\$4]

NOTICE: You may also request that the “filing fees” and “sheriff service fees” be deferred if you do not have the money to pay them. You will be required to fill out a financial affidavit and verify your financial situation in order to qualify for this deferral. **This deferral does not apply to “private process server” fees.** You will still be required to pay “private process servers” if you choose to use a “private process server” to serve the papers instead of the Sheriff’s Dept.

☐ If you have not yet completed a Deferral Packet request, check here if you want one sent to you. This deferral packet covers only postage fees, sheriff service fees and filing fees. These forms are **FREE**

☐ OTHER QUESTIONS OR COMMENTS: _____
